United Nations ST/CS/SER.A/44

Secretariat

30 May 2002

# Editorial directive

**Prepared by the Department of General Assembly Affairs and Conference Services**

To: All those concerned with drafting and editing United Nations documents and publications

Subject: **Standards for the preparation and submission of manuscripts of United Nations documents**

1. In furtherance of an "electronic United Nations", as envisaged by the Secretary-General in his programme of reform (A/55/780), the Department of General Assembly Affairs and Conference Services is moving towards an eventual paperless flow of documents. The present instruction establishes submission standards for manuscripts to be processed by the Department.

2. Manuscripts of United Nations documents are normally prepared using text-processing software running on desktop or laptop computers. All manuscripts are henceforth to be prepared in strict accordance with the formatting and media details contained in the annex to the present directive.

3. All manuscripts shall be transmitted for processing in electronic form as well as on paper. A submission shall not be considered complete unless the electronic and paper versions of the manuscript are received simultaneously. Submitters are responsible for ensuring that the electronic and paper versions of manuscripts are identical in content.

4. Documents to be processed by the Department should be prepared using Microsoft Word and Excel only. Should a submitter choose to use a different type of software for any element of a document, that element should be converted to an embedded object in the Word file by the submitter.

5. Graphic material (graphs, charts, maps, photographs, etc.) that forms part of the document should be submitted in digital form in one of the following preferred formats that can be imported by Microsoft Word: .jpg, .gif, .tif, .eps or .bmp. All background data used to create the graphic material should be provided. The program name and version number used to create the graphic material should be clearly identified.

6. The present editorial directive shall come into effect on 1 June 2002 and supersedes editorial directive ST/CS/SER.A/38 of 19 June 1995.

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# Annex

## Format and media to be used in preparing documents

### Format

1. The formatting codes used in preparing texts (excluding tables, charts and graphs) should be as basic as possible. Macros and templates for tables can be downloaded to Microsoft Word from the United Nations Intranet site by selecting UN Departments, Department of General Assembly Affairs and Conference Services, Information Resources and Downloadable Word Templates (http://intranet.un.org/dgaacs/word_templates.htm) and following the instructions. After the templates have been installed in Word, click on UN Table, which appears in the manual bar (top toolbar), to see a drop-down menu. Click on Table Help for complete instructions.

2. United Nations manuscript page sizes are standard United States letter size (8.5 x 11 inches, or 215.9 x 279.4 millimetres) and ISO A4 (210 x 297 millimetres).

3. The type used in text files submitted to the Department for processing should be 12-point Times New Roman.

4. The line spacing used in text files submitted for processing should be double (2.0). Text should be presented in single-column format.

5. The titles, subtitles, headings and subheadings should be typed using capital letters for the first word and for other words that are normally capitalized only, using all diacritics required for the particular language.

6. The hyphenation feature of Microsoft Word should not be used.

7. Only a single space should be used after closing punctuation, colons and semicolons.

8. The automatic paragraph numbering function of Word should not be used in the manuscript, nor should the automatic list function be used.

9. As a rule, all notes to the main text should be prepared as endnotes. When footnotes are called for, the automatic footnote function of Word should be used.

10. Page numbers should be generated through the header/footer function of Word. No manual page numbering should be used.

11. No special format should be applied to quoted matter in the manuscript or to the text of bibliographies.

12. The letters l and O should not be used as substitutes for the numerals 1 (one) and 0 (zero).

13. In preparing indexes or tables of contents, the automatic index or table of contents function of Word should not be used.

### Media

14. The digital files of texts to be processed by the Department should be submitted on either 1.44-megabyte diskettes, 100-megabyte zip disks or 650/700-megabyte compact disks.

15. Only one manuscript should be stored on a single diskette. If the size of the file exceeds the storage capacity of a single diskette, the file may be split and submitted on several 1.44-megabyte diskettes or filed on a zip disk or compact disk. Should it be necessary to compress the file, the Winzip program should be used.

16. Diskettes should be properly labelled and identified. The file name on the diskette label should match the file name used in the medium. It is recommended that submitters use the EDRITS-generated document number or symbol as the file name, with .doc as an extension for Word files. For multiple files, it is recommended that a folder be created using the document number or symbol as the folder name.